



LEADERSHIP FOUNDATIONAL SKILLS RATING

This survey is designed to rate your own skill set as well as rate whether the skillset is needed in the current job role. After you rate yourself, please have your direct supervisor rate your current skill set and whether they think the skillset is needed/important in the current job role.

RATING SCALE FOR CURRENT SKILL LEVEL:

10 = strength, highly skilled, could teach the subject -- 1 = opportunity, not skilled, almost no knowledge about the subject

RATING SCALE FOR IMPORTANCE IN THE JOB ROLE:

VI = Very important in the job role

I = Important in the job role

U = Unimportant in the job role, skillset is almost never needed

VU = Very unimportant in the job role, skillset will never be needed

Employee name: _____

Supervisor name: _____

| | SELF RATING | | DIRECT SUPERVISOR RATING | |
|--|--|---|--|---|
| | RATE CURRENT SKILL LEVEL (rate as 1-10) | IMPORTANCE IN THE JOB ROLE (rate as VI, I, U, VU) | RATE CURRENT SKILL LEVEL (rate as 1-10) | IMPORTANCE IN THE JOB ROLE (rate as VI, I, U, VU) |
| Leadership Foundational Skills | | | | |
| Understanding and leading a change process | | | | |
| Efficient meeting management | | | | |
| Financial stewardship | | | | |
| Developing an 'us' work environment | | | | |
| Good hiring | | | | |
| Maximizing workforce productivity | | | | |
| Effective decision making | | | | |
| Letting people go (firing) | | | | |
| Connecting the external environment to internal actions | | | | |
| Finding and deploying best practices | | | | |
| Process improvement (Baldrige Award criteria) | | | | |
| Finding communication methods that work within your organization | | | | |
| Reward and recognition | | | | |
| Customer service | | | | |
| Creating revenue streams | | | | |